

## TO: Certified Assessors

The 2011 Provide Assessment Data (PAD) system is now available. The PAD system contains year-to-date 2011 potentially useable sales. Assessments submitted for the 2011 sales should be the January 1, 2011 assessment, **after the Board of Review has adjourned**. The 2011 PAD system has been modified to collect property type codes and property attribute data **at the time of sale**.

It is important for assessors to validate all sales as they occur to determine if the sales are arm's-length transactions, and to record the status of the attribute data at the time of sale. The required attribute data for sales is consistent with the minimum requirements listed on pages 5-30 through 5-32 of the Wisconsin Property Assessment Manual (<http://www.revenue.wi.gov/html/pubs.html>).

The changes to the PAD system for 2011 include the following:

- Two new property type codes:
  - Parking-Paved
  - Parking-Structure
- The residential page will have separate data fields for half baths and full baths.
- The residential page will have a basement garage option.
- The commercial attributes page will have the following additional fields:
  - Gross building area
  - Number of Stories
  - Number of apartments

Assessors and assessment staff should note the following list of reminders:

- Validate sales to ensure they are arm's-length transactions before posting the assessment.
- Remember to review foreclosure related sales carefully. Sales by financial institutions may be arm's-length.
- Be absolutely sure that the assessment you post includes the assessed value of all parcels that sold.
- Be sure to identify split parcels. Even if a split parcel sale is an arm's length transaction, the sale should be rejected for DOR ratio analysis using ratio reject code 71, because the legal description on the assessment roll does not match the legal description on the transfer return and the sale lacks a separate assessment for the parcel.
- If the sale includes an improved parcel, be sure the assessment includes an improvement value.
- Be sure the assessment is as of 1-1-11, and does not include any assessment change effective for 2012.
- **Use the correct reject codes when rejecting a sale.** Reject codes are separated into two categories: non arms-length (codes 11-59) and ratio reject (codes 71-79). Codes ending in a "9" should only be used when no other reject code reason fits the criteria for rejecting the sale, and reason for rejecting must be included in the comment field.
- If a sale is coded to the wrong municipality, notify the appropriate Equalization District Office, <http://www.revenue.wi.gov/contact/slfboe.html> and we will update the system.
- Any late recording of a 2010 sale that was not available in PAD prior to the March 31st, 2011, cut-off date will now appear in PAD along with 2011 sales. You must indicate if these sales are useable or rejected for arms-length. If useable for arms-length and the 2010 conveyance date is correct, reject the sale for ratio purposes using reject code 78 (prior year's sale). If the conveyance date is incorrect (the sale was conveyed during 2011) and the sale is useable for ratio, enter the corrected conveyance date in the "comments" field.

**If you submit an electronic file rather than entering the data into PAD, do not send the files to DOR until your submission includes all of the required parcel attribute data.** DOR has provided an updated xml file layout for the software providers who would like to incorporate the additional PAD data elements for electronic file transfers. Your software company can provide additional information on the availability of this feature. The updated xml file layout can be found at <http://www.revenue.wi.gov/eretr/training/index.html>.

- Access to the PAD system is through the electronic Real Estate Transfer Return eRETR) system: <http://www.revenue.wi.gov/ust/retn2.html>.
- PAD procedures, reject codes, property type codes & definitions, are located on the eRETR Training page: <http://www.revenue.wi.gov/eretr/training/index.html>.
- Questions regarding the PAD system should be directed to your district Equalization office: <http://www.revenue.wi.gov/contact/slfboe.html>.